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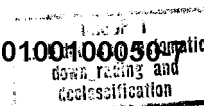
1. Nominations for Public Awards : The nomination of Sherman Kent for the President's Award for Distinguished Civilian Service was supported by an excellent writeup of his accomplishments. This writeup was a considerable improvement over that which we have normally submitted and I think it could be a model for future writeups on significant awards. Jack Smith did not receive the Civil Service Award but will be proposed next year at the direction of the Director. I feel we can greatly improve his nomination and we should assure him his writeup is initiated next year.

2. Study on Personnel Promotion Blockages : Today the Director approved a proposal for a study on promotion blockages that might exist in the Agency. Both the Director and the Executive Director want a quick report and I have discussed this with Mr. Echols. I would like to follow closely the progress of the task force created for this purpose to ensure that it moves along at a brisk pace.

3. Retiree Outplacement Program : Colonel White approved the Outplacement Program as proposed by the Office of Personnel but accompanied it with a rather sharp memorandum about the lack of progress made so far in this program. His criticism is completely valid even though we had a limited excuse for the delay. At any rate, I have directed Mr. Echols to come up with a staffing pattern within the next two days and a breakdown of responsibilities under this program. We will then seek, particularly with Des FitzGerald, to obtain the assignment of officers to head up and operate the program.

*4. Colonel White held a meeting today with the Heads of Offices within the "E" Career Service, Mr. Echols and me to discuss whether or not the concept of that Service could be improved or changed. After considerable discussion, with each Office Head explaining his problem and the extent that there are a variety of situations of career promotion and rotation which do not fit any standard norm, it was decided that it is best to leave the "E" Career Service as it is.

*Extract for File

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I advised that I would be anxious to expand the number of rotational slots in PPB because I felt this was a valuable experience and could serve both the interests of the Director and the Support Services. Mr. Clarke indicated interest in working out an additional arrangement in this area. I assured Colonel White that we would select only the best officers to serve in these positions as it was to our mutual benefit. I also suggested that if the "E" Career Service was interested in Career Trainees I would be pleased to service a vehicle for providing Career Trainees who could either elect to remain with the "E" Service in certain specialized capacities or on rotation back to the Support Career Service. The group agreed to think this over but no specific requests were made.

5. Retirement Policy Paper: This paper was approved by the Director and a question has developed concerning the enforcement of our retirement policy and whether the wide latitude currently existing within the directorates should be changed. It is thought if we put this authority in the Agency Retirement Board that we would have a more uniform application of policy and a stronger position in dealing with employees eligible for retirement. Colonel White has asked that we pull up a memorandum for the purpose of exploring this matter with the participation of the other directorates. Mr. Echols has responsibility for action on this memorandum.

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